

Memorandum



Date:

To: Dania Timmons, Assistant Controller
Nieves Del Rio, Accountant III
Finance Department

From:

Subject: 2006-07 Fiscal Year – Accounts Payable Liaison

Return by, Monday, September 25, 2006

Return form to: Dania Timmons or Nieves Del Rio, Finance Department, 111 N.W. 1st Street, Suite 2620.

The department has designated the person listed below to act as Accounts Payable Liaison for the 2005-06 fiscal year closing and 2006-07 fiscal year:

NAME:* _____

LOCATION: _____

TELEPHONE
NO.: _____

FAX NO.: _____

E-MAIL
ADDRESS _____

DEPARTMENT: _____

DIVISION:** _____

SECTION:** _____

* This is the individual responsible within your department for addressing concerns/
questions related to the Accounts Payable process.

** If applicable